

**ISTINYE UNIVERSITY
MICROBIOTA RESEARCH CENTER**

CHAPTER 1

General Provisions

Purpose

ARTICLE 1 – (1) This directive regulates the purpose, establishment and operating principles of Istinye University Microbiota Research Center.

Scope

ARTICLE 2 – (1) This Directive covers the provisions regarding the purpose, establishment, operating principles, areas of activity, management bodies and duties of the Istinye University Microbiota Research Center.

Basis

ARTICLE 3 – (1) This Directive has been prepared according to Article 14 of Higher Education Law No. 2547 dated 04 November 1981.

Definitions

ARTICLE 4 – (1) In this Directive,

- a) “Advisory Board” refers to the Central Advisory Board,
- b) “Center” refers to Istinye University’s Istinye University Microbiota Research Center,
- c) “Director” refers to the Center Director,
- d) “Rector” refers to the Rector of Istinye University,
- e) “University” refers to Istinye University,
- f) “Board of Directors” refers to the Central Board of Directors.

CHAPTER 2

Purpose and Activity of the Center

Purpose of the Center

ARTICLE 5 – (1) To ensure scientific research conducted in the field of microbiota, to pioneer the processes for collection of data from research applied and used in treatment, to establish and participate in national and international collaborations in this field and to nurture and support specialists in this field.

Fields of Activity

ARTICLE 6 – (1) The Center is intended

- a) To develop, plan and implement research programs in the field of Microbiota by harnessing the knowledge and infrastructure of different scientific fields at the university.
- b) To update the Microbiota studies conducted by the Center and closely monitor Microbiota studies conducted in Türkiye and in the world.
- c) To create and implement programs to increase the number and qualifications of Microbiota researchers.
- d) To plan and carry out joint Microbiota research and development programs with relevant national and international organizations.
- e) To prepare publications and hold conferences and events to inform, raise awareness and develop Microbiota study areas.
- f) To contribute to relevant Microbiota graduate programs.

CHAPTER 3

Management Bodies, Duties and Personnel Needs of the Center

ARTICLE 7 – The Center consists of the following management bodies:

- a) Director,
- b) Board of Directors,
- c) the Advisory Board, to be formed with the approval of the Rectorate at the recommendation of the Board of Directors

ARTICLE 8 – Director and Deputy Director

(1) The Director is appointed by the Rector for a period of three years from among the personnel working at the University who have knowledge and experience about the activities carried out at the Center.

(2) The Director submits for the Rector's approval one member of the Board of Directors to be appointed as the Deputy Director to assist him. If the Director leaves his position temporarily, the Deputy Director acts as his Deputy. After six months, a new Director is appointed.

ARTICLE 9 – Duties of the Director

(1) The Director is primarily responsible to the Rector and executes the objectives of the center, supervising and controlling all activities of the Center.

(2) The duties of the Director are

- a) To work within the framework of the mission and vision of the University and the Center to conduct all activities of the Center; to represent the Center; and to chair the Board of Directors.
- b) To determine the center's work program and short-, medium- and long-term goals and submit them for the Rector's approval after receiving the approval of the Board of Directors.

- c) To prepare the activity report at the end of each year and the work program for the next year and submit them for the Rector's approval after review by the Board of Directors.
- d) To manage the Center's units and personnel in conformity with its objectives.
- e) To coordinate with academic units within the University and public and private institutions to develop education and research activities based on interdisciplinary studies.
- f) To plan and organize national and international meetings surrounding the Center's activities.
- g) To cooperate with national and international institutions and organizations and to conduct the Center's membership activities.
- h) To determine the budget and personnel needs of the Center and submit these for approval by the Board of Directors.
- i) To fulfill duties assigned by the Rector in accordance with relevant legislation.

ARTICLE 10 – Board of Directors

- (1) The Board of Directors consists of a total of five members, including the Director; four are appointed by the Rector from among academicians working in the Center's fields of activity.
- (2) The term of office of a Board member is three years. A member may be reappointed upon expiration of his term of office. A replacement member will complete the remaining term of a member who leaves before the expiration of his term.
- (3) The Board of Directors meets routinely at least twice a year and, when necessary, upon the call of the Director. Decisions of the Board of Directors are taken by majority vote. In case of equal votes, the Director's vote breaks the tie to determine the majority.

ARTICLE 11 – The duties of the Board of Directors include

- a) Evaluating and make guiding the activities to be conducted within the Center, and contributing to the preparation of academic activities to be planned.
- b) Preparing Microbiota training and information programs and facilitating application programs for the collaboration and operation of relevant units.
- c) Evaluating and defining the activity report prepared by the Director at the end of each year.
- d) Discussing and resolving the issues proposed by the Director regarding the Center.
- e) Coordinating, evaluating, guiding and defining the annual plan and program, operation, personnel, budget and other administrative parameters of the Center.

CHAPTER 4

Miscellaneous and Final Provisions

ARTICLE 12 - Enforcement

This Directive is effective the date it is approved by the Istinye University Senate.

ARTICLE 13 - Execution

The provisions of this Directive are executed by the Rector of Istinye University.